

California Regional Water Quality Control Board
San Diego Region

STUDENT ASSISTANT

The California Regional Water Quality Control Board, San Diego Region, is a state agency responsible for administering various federal and state water quality and pollution control programs.

A part time student position is currently available at the Regional Board office. The duties include the following:

Assist Administrative staff with maintenance and reconstruction of extensive file library. Pull files in preparation for client file review. Replace file in file room when file review is completed. Photocopy documents, prepare invoices for photocopies. Stuff envelopes, apply address labels and postage to envelopes for mass mailings. Answer telephones, greet visitors at front counter, notify appropriate staff of visitors to the office, distribute faxes as they are received, fill photocopier and fax machines throughout the office with paper as needed. Students meeting the qualifications described below are encouraged to apply.

QUALIFICATIONS Students must be enrolled at a college or university, and taking at least six (6) semester or (9) quarter hours toward a Bachelor's degree. Desirable qualifications include:

Ability to use Microsoft Word, Excel, Access and Power Point.

Must be able to lift file boxes weighing 25 to 50 pounds.

Must be able to reach files on 6 foot shelves or higher

Must have a strong service oriented attitude.

Hours of Work Student must be available to work 15 to 20 hours per week during school session and up to 25 hours per week during breaks. Office is open Monday through Friday from 8 a.m. to 5 p.m. There is no evening or week-end work.

COMPENSATION Salaries are set based on the number of completed college units. Transcripts will be reviewed to determine the rate of pay.

CONTACTS Interested persons should submit resumes to California Regional Water Quality Control Board, 9174 Sky Park Court, Suite 100, San Diego, CA, 92123, Attention DiAnne Broussard. Resumes may be faxed to (858) 571-6972, Attention DiAnne Broussard or E-mailed to dbroussard@waterboards.ca.gov. For general information, please contact DiAnne Broussard at (858) 492-1763.

OFFICE California Regional Water Quality Control Board
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